

January 30, 2007

All Montana Public Library Directors:

The enclosed public library standards went into effect July 1, 2006. In each of the standards there are three compliance levels: Essential, Enhanced and Excellent. **ALL LIBRARIES MUST MEET THE ESSENTIAL STANDARDS BY JULY 1, 2007.** Many of the standards involve reviews and activities that require actions by your board. It is important to start the review process with enough time to accommodate board meetings. The State Library has prepared a checklist to determine where libraries need help meeting these standards so that we can assist libraries.

Please note: the standard "Planning and Evaluation" part (c) requires adoption of an emergency response plan. There are 3 options for completing this activity.

1. Complete the dPlan (Disaster Plan) online tool (<http://www.dplan.org/>) and notify the State Library by June 1, 2007 so plan can be reviewed, and edited if necessary, for approval by June 30, 2007. **OR**
2. Register for and attend 2007 Summer Institute and receive a deferral on only this standard until October 1, 2007. Summer Institute will provide training on how to develop a disaster plan and attendees will leave with the start of a plan for their library. By October 1, 2007 a plan must be submitted to MSL for approval. **OR**
3. As per Administrative Rules of Montana 10.102.1152 libraries can apply to the State Librarian for deferral on this (or any) standard and submit a plan and timeframe for completion of a disaster plan.

**Please complete the enclosed checklist and return to Donna Caban at Montana State Library, PO BOX 201800, Helena, MT 59620 by March 2, 2007.** If you have questions, please contact your Statewide Technology Consultant.

Tamarack & Broad Valleys Federations:

Tracy Cook, 1-866-843-6524, [tcook@mtlib.org](mailto:tcook@mtlib.org)

Pathfinder & Golden Plains Federations:

Maggie Meredith, 1-800-3385087, [mmeredith@mt.gov](mailto:mmeredith@mt.gov)

Sagebrush & South Central Federations:

Suzanne Reymer, 1-888-826-0837, [sreymer@mtlib.org](mailto:sreymer@mtlib.org)

Sincerely,

Darlene Staffeldt  
Montana State Librarian